



[...Continued after Part I]

[Recording- <https://attendee.gotowebinar.com/recording/2889283884644662030>]



2023 Section 319(h) NPS Implementation Program Request for Applications

Application Development Training

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Division of Water Planning
Virginia Department of Environmental Quality
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Welcome to [Part II](#) of the RFA webinar. In this part we'll be providing detailed guidance for putting together your application packet, focusing on the Application Questions and Application Form.

[Refer to Application Questions and Form in handouts to follow along.]

Overview

- Section I: [Application Form](#) (Attachment 1)
- Section II: [Application Questions](#) (Attachment 2)

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There are two parts to this presentation. The first part will cover the Application Form (Attachment 1):

<https://www.deq.virginia.gov/home/showdocument?id=14083>

The second part will cover the Application Questions (Attachment 2)):

<https://www.deq.virginia.gov/home/showdocument?id=14082>

Disclaimer: I will be calling attention to specific questions and parts of the application. My emphasis just means that those sections have critical information we need to evaluate your application. Many of those that I'll be highlighting are also the parts we've seen neglected in the past. Please do not neglect to provide complete answers on all questions so the reviewers have the info they need to evaluate your application and won't need to score your application lower.

Poll: Do you plan to submit an application for this RFA cycle?

- Yes, let's do it!
- Maybe, we'll see...
- No, not this time around
- No, since I work for DEQ

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Before we get into the nitty gritty of the application materials, let's do a quick poll.

Application Form (Attachment 1): 'Read Me' Tab

- Red text = for you to fill out
- Black text = don't touch
- Examples provided (highlighted yellow)
- Work through worksheet tabs in order; they build off of one another

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[Refer to handouts]

[Open Application Form to show in presentation monitor]

So let's jump into the Application Form.

[Quickly go through what each tab is].

We'll go through each of these tabs and we'll start out by opening the 'Read me' tab.

- This tab provides step-by-step instructions for approaching the form to better understand it. There are instructions for how to complete each tab (as well as at the top of each tab). The more you understand it, the easier it is/less daunting it is to fill out.
- Look for the cells with red text. These will be the fields you will complete. Fields in black text are meant to be static.
- Examples of how to complete Tabs 1-6 are highlighted yellow after Tab 7. These are not perfect and completing your application the same way doesn't guarantee you'll be selected for funding. It's just a resource. Also, please do not use the EXAMPLE tabs to complete your application as they

may not be properly formatted for final submission.

Tip: Resist urge to start filling it out immediately. Start at Tab 1 and work your way through all 7 tabs sequentially (Tab 1 should be filled out before Tab 2, Tab 2 before Tab 3, etc.). What is entered in one tab may populate information in another.

Application Form (Attachment 1): Tab 1- Application

- Basic info. If awarded we'll use this form for future reporting, so put the info in right the first time
- Don't touch the Project Budget Summary cells: B17 – N23. These auto-populate based on what you input in Tab 4.

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[Demonstrate Tab 1] – Application tab.

Tab 1 is the basic information requested, such as contact information, organizational ID #s, IP name, watersheds, etc. If awarded we'll use this form for future reporting.

Remember, only fill in the cells with red text. Do not touch the Project Budget Summary cells: B17 – N23. These auto-populate based on what you'll put in Tab 4.

Application Form (Attachment 1): Tab-2 Partners and Technical Leads

- Fill in as much as you can- Be sure to include names of your partners
- Note that the first organization is the Applicant
- Notice the drop-down cells
- Ok to leave \$ amount of match funding blank if you need to come back

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[Demonstrate Tab 2] – Partners tab.

Fill in as much as you can. Do at least put in the names of your partners because you'll need their names in subsequent tabs.

Note that the first organization pertains to the Applicant and the subsequent are the partners.

Notice the drop-down cells:

- Yes/No
- Primary Role in Project (Technical lead= the expertise for BMP design/construction; Supporting partner= provides outreach, ed, or admin support; Project Administrator= organization tasked with oversight and management of partners (usually the Applicant); WQM= conduction water quality monitoring activities.
- Source Sector
- Secondary Source Sector

Ok to leave \$ amount of match funding blank if you need to come back later to fill in.

Application Form (Attachment 1): Tab 3- Proposed BMP Activity

- Very important to do this BEFORE filling in the budget tab
- Note the drop-down cells (associated with selections)

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[Demonstrate Tab 3] – BMP Activity tab.

DO THIS BEFORE YOU DO YOUR BUDGET. This populates Tab 4 and makes much easier to fill out the budget tab.

Notice the drop-down cells

- Source Sector
- BMP Name/BMP code
- Responsible party
- Watershed Name
- Estimated Extent BMP installed
- BMP units
- Number of Systems

Application Form (Attachment 1): Tab 4- Project Budget Detail

- Demonstration

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[Demonstrate Tab 4] – Budget EXAMPLE tab.

Everyone probably approaches the development of their budget differently but one recommendation would be to start with the BMP (Construction) budget since the project is ultimately driven by BMP implementation. So,

Step 1: Start at section 6 (Construction) first. Notice the fields that have been auto populate for you based on what you put in Tab 3. Then fill out your budget costs.

Step 2: Remember the standard TA:BMP is 35% TA and 65% BMP. You may be eligible for the TA allowances that we discussed earlier (and we'll talk about how to calculate that in the next tab).

Step 3: Complete the remaining sections of Tab 4 Project Budget, using the amount of TA you determined you'll budget and allocate it to the TA categories: Personnel, Fringe, Travel, Supplies, Contractual, Other Direct, Indirect).

Don't forget to fill in your match for each category as you see fit (30% match required).

If you're not planning to use any of the TA allowances that I mentioned in Part I, your work on the budget would stop here. But if you want to take advantage of these and see how much more TA you could get with these allowances (without exceeding 50% cap), then you proceed to Tab 4a (Project Budget Worksheet).

Application Form (Attachment 1): Tab 4a- Project Budget Worksheet Tab

- Demonstration
- **Match exemption** (only 15% on septic activities if in High or Above Fiscal Stress)
- **Additional TA:**
 - **Administering for multiple partners**, eligible for up to additional 10% for administrative support for 2 or more partners (just 1 partner it's 5%)
 - **New Grantees**, one-time, additional 5%
 - **Water Quality Monitoring**—up to additional 5%

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If you're not going to request additional TA or a match exemption, then proceed to **Tab 5 – Milestones**. If you'd like to see if you can get additional TA or have a match exemption, then proceed with this tab.

A quick disclaimer before getting into what Tab 4a offers: It's meant to be helpful, but if it's not, contact your Regional NPS Coordinator and they'll help you out.

Answer the questions at the top of this tab to see if you qualify. If you say 'yes/TRUE' to any of those questions, you may want to use this sheet to help determine how these special circumstances can impact your budget.

If the answer to all of those questions is 'No/FALSE', then you're not eligible for any of the TA allowances or match exemption so proceed to Tab 5.

To briefly walk you through this:

- First one is about **match exemption** (only 15% on septic activities if in High/Above Average Fiscal Stress) – fill in your budget from Tab 4 and determine % of each category will be spent on septic related work. [See Example] You can then see min match you need to provide for septic and non-septic activities.

- For **additional TA**
 - Second and third questions are about **Administering for multiple partners**, eligible for up to additional 10% TA for administrative support for 2 or more partners (just 1 partner it's 5%). Enter in the actual amount you will add to TA (red text) if you'd like to take advantage of this allowance.
 - Third question is about **New Grantees**, one-time, additional 5% TA. Enter in the actual amount you will add to TA (red text) if you'd like to take advantage of this allowance.
 - The last question is about **Water Quality Monitoring**—up to additional 5% TA. To respond to the WQM activities question in cell H14, open Tab 6-WQM and select true or false in cell E10. This auto-populates cell H14 in Tab 4a. If it's 'TRUE' it will autopopulate for you. If 'FALSE' it will not autopopulate.

So by answering these questions, you'll see how much additional TA you could request at the bottom of the spreadsheet. It is your discretion if you want to add the additional TA to the budget (not required).

Look at cell C55 to see the maximum amount of TA funding that could be added to your project's TA categories for all the special conditions that apply to your project. If it says 'FALSE' at the very bottom, then you've exceeded the 50% TA cap and need to reevaluate. If you decide to incorporate these additional TA funds (total in cell C56) , you'll need to add them into your budget on Tab 4 as appropriate, for administrative support for coordinating all the partners/reporting, being a new grantee, and/or water quality monitoring. The example tabs did not add this additional TA to Tab 4. Work with your regional NPS Coordinator if you have questions.

Application Form (Attachment 1): Tab 5- Milestone Table and Timeline

- Align activities with your grant period
- Be realistic
- Progress reviews are every six months
- One Partners Meeting every year (spring/summer)
- Closeout review is within last three months of grant period

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[Demonstrate Tab 5] .

- Align activities with your grant period
- Be realistic
- Progress reviews are every six months
- One DEQ Partners Meeting every year (spring/summer)
- Closeout review is within last three months of grant period

Tip: Be sure to include all activities in all sectors. You can add tasks in rows with red text.

Application Form (Attachment 1): Tab 6- Water Quality Monitoring Plan

- Work closely with Regional NPS Coordinator to get data
- Fill in as much as possible– will need to develop/get approval of Quality Assurance Project Plan (QAPP) before starting monitoring activities

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[Demonstrate Tab 6].

Work closely with Regional NPS Coordinator to get data.

Fill out as much as possible. If awarded, you'll need to develop a Quality Assurance Project Plan (QAPP) before monitoring activities can get started. This involves completing EPA's template, DEQ review and EPA approval (allow at least 3 months at the beginning of project to complete this process).

Application Form (Attachment 1): Tab 7- Application Checklist and Certification

- Self explanatory
- Only fill out red text.
- Don't forget to sign it!

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Last tab!

Self explanatory- Nice checklist to help make sure you have everything in the application package (and in the correct format)

Only fill out red text.

Don't forget to sign it!

[STOP FOR QUESTIONS] [Dave]

[TAKE A 10 min BREAK?]

Application Questions (Attachment 2): Instructions

Read all questions in every section before responding to ensure you do not provide duplicate answers.

Each answer can be as short as a sentence but should not be longer than two paragraphs.

If a question does not apply to your project, write-in or select "N/A."

Do not leave any questions blank. Do not delete any questions!

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[Open Application Questions document] [Refer to handout]

So Attachment 1 was all about the nuts and bolts of your project, Attachment 2 is the narrative to explain everything.

Be sure to read the instructions.

To get a sense of the types of questions (and not to duplicate your responses), it's best to read all the questions before responding.

Each answer can be as short as a sentence but should not be longer than two paragraphs. Enter your response in the cell next to the question.

If a question does not apply to your project, please select "Not applicable." Do not leave any questions blank. Do not delete any questions!

Note the drop-downs for 'yes/no' questions.

Take note of the places you think you'd be providing the same answer twice. Discuss

them with your NPS coordinator to make sure you're understanding the question and providing what the question is asking for.

You'll notice that some of the text is hyperlinked. This is to help the Applicant understand what is meant by this term so that you're answering the question completely. To open those, click the cell and it will take you to the definition tab. [For example, click on 'TMDL impairment(s)' to see link to definition].

Application Questions (Attachment 2): Project Overview

- Make the connection with the activities you're proposing to do with the IP goals ('Measurable Goals').
- Identify stages or phases of implementation for activities (usually in the 'Measurable Goals and Milestones' section of the IP).
- As applicable, address Environmental Justice and underserved and tribal communities
- Provide strong rationale for project need
- Describe watershed and targeted areas

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Now let's go over each of the tabs for the Application Questions. The first tab is: Project Overview.

Refer to the Implementation Plan (IP) to help answer these questions and make sure where and what you're proposing to do is eligible (i.e. in the plan). These questions help pull this information out.

Key things to keep in mind:

- IP goals are listed in each IP, usually as 'Measurable Goals'. These are targets for implementation activities. Examples include number of Ag BMPs, number of residential septic BMPs, outreach campaigns, etc. Make the connection with the activities you're proposing to do align with these IP goals.
- For question 4a, each IP has stages or phases of implementation for activities. Be sure you find this information (usually in the 'Measurable Goals and Milestones' section of the IP). For example, Cunningham Creek's IP has Stage 1 and Stage 2 Goals outlined in Table 7-4.
- Something new this year, we have a component addressing Environmental Justice and underserved and tribal communities. Please be sure to respond to these questions as applicable. More information can be found on the DEQ website:

<https://www.deq.virginia.gov/get-involved/environmental-justice>

- Provide enough information to provide a strong rationale for interest, activities, any continued activities.
- Describe the watershed you propose to work in and any targeted areas you'll focus in. Targeting is important. Helps show progress towards meeting IP goals. There is a section in the Implementation Plan that will explain areas to target and why it's necessary to focus there first. We'll be taking this into consideration when reviewing your application (if you've made that connection). Maybe there's a reason to target somewhere differently than what the IP says so give us a compelling reason why you may be targeting a different area.

Application Questions (Attachment 2): Project Methods, Objectives, and Tasks

Largest section of questions

Most points

Details on BMP implementation

- Provide rationale for type and quantity of BMPs
- Outreach related to those specific BMPs
- Demonstrate you understand the rules
- Don't skip any sub-questions

Outreach outside of promoting BMP implementation

WQM questions

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The next tab is the largest with the most points: Project Methods, Objectives and Tasks. Even though it's the largest, depending on your project, there may be several sections that are N/A if you're only focused in one source sector. The questions are grouped into sectors: Agriculture, residential septic, pet waste, urban, mining/resource extraction. Then there's a section for public outreach and water quality monitoring.

It's important to:

- Provide rationale for the type and quantity of BMPs – will often relate back to how you're prioritizing/targeting (be realistic with your time/resources/budget)
- Describe outreach related to those specific BMPs – how you will promote cost share
- Demonstrate you understand the rules: cost share admin, contractor selection, design, install, O&M requirements, etc.
- Don't skip any of the sub-questions. Ask if you think it's duplicative or don't fully understand.

If you plan to do outreach outside of promoting BMP implementation, be sure to fully

answer #25

If you plan to do water quality monitoring, be sure to fully answer #26

Application Questions (Attachment 2): Budget Narrative

- Rationale behind the budget in Tab 4 of Attachment 1
- Where you'll explain additional TA allowances and match exemption circumstances
 - Administering for multiple partners (additional 10% TA)
 - New Grantees (one-time additional 5% TA)
 - Water Quality Monitoring (additional 5% TA)
 - Match exemption for fiscal stress

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The next tab is asking for the rationale behind your budget in Tab 4 of the Application Form: Budget Narrative.

Be sure to be comprehensive and accurate AND demonstrate that the amounts requested are reasonable and realistic. What is the rationale behind the numbers? Explain your numbers in your budget.

This section is broken down into

- Direct costs (bulk of budget- Personnel, Fringe, Travel, Supplies, Contractual, Construction (BMPs), and Other Direct Costs)
- Indirect costs (most people don't use this)
- General narrative (TA allowances) -This is the section where you'll explain any additional TA allowances and match exemption circumstances where you can request more than 35% TA (see Tab 4a of Application Form). If you are an applicant with any of these circumstances, you can get additional TA:
 - **Administering for multiple partners (#38)**– An Applicant with multiple partners or sub-grantees (two or more) receiving 319(h) funds aside from the Grantee, is eligible for up to 10% additional TA for administrative support to coordinate all of the partners, associated meetings, and

reporting. If you just have just 1 partner, you can get additional 5% TA. NOT applicable to contractors.

- **New Grantees (#39)**– Applicants that have never received or administered a targeted NPS Implementation project, nor received Section 319(h) funds from Virginia may request a one-time 5% increase in TA funds.
- **Water Quality Monitoring (#40)**– Applications including plans for water quality monitoring to document progress in improving water quality based on implementation are eligible for additional TA funds of up to 5% of grant funding requested. Additional TA funds only to be used on monitoring activities.

#41: If you've requested additional TA for all three of these TA allowances, your TA funds shouldn't exceed 50% of the total funds requested. If they do, need to provide a strong justification for why it does.

Match exemption for fiscal stress(#44) – For all applications, there's a minimum 30% match requirement. However, if you're project is doing septic BMPs, and your locality is in a High/Above Average Fiscal Stress area, you can use a higher cost-share rate for homeowners to receive more cost-share funds. Then as a Grantee, you don't have to provide 30% match on these activities and rather only 15% match on budget categories related to septic work. All other activities (Ag, urban, etc.) would still need to provide 30% match. Refer to Tab 4a in the Application Form to help you determine all these allowances and match exemption.

Poll: Do you think you'll be applying with a request for any of those special budget allowances?

- Yes
- No
- Not sure
- No, again...I'm with DEQ

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So will you be requesting any of these allowances or match exemption? (i.e. additional TA for administering multiple partners, new grantee, WQM or reduced match for septic work?)

Application Questions (Attachment 2): Partnerships and Technical Leads

- Be clear on each partners' role
- Explain how you'll coordinate partners
- Explain how they have the appropriate technical expertise for BMP implementation (i.e., design, construction, oversight, approvals, and inspections)

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For the next tab, we'll ask for more details on your Partnerships and Technical Leads.

#47: Be sure you're clear on each of the partners' roles and how they're contributing to the project. (See definition)

Questions #48 (How will you coordinate partners to complete the work?) and #49 (How will you ensure the appropriate technical expertise is utilized for BMP implementation to ensure that project activity is technically sound and meets the approved BMP specifications?)- i.e., design, construction, oversight, approvals, and inspections.

Application Questions (Attachment 2): Organizational Capacity

- Be clear on your organization's capacity and processes to lead and administer a successful implementation project

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The next tab tells us about your experience and organizational structure so that you can manage a successful project: Organizational Capacity.

#51 – It's very important to be clear about how your organization tracks things. It says a lot about your organizational structure and is a good predictor of future success. So what systems do you have in place to track expenditures and personnel time? Do you have a time and labor process? Do you maintain guidance procedures for administering grants?

Explain to us why you have the experience to implement these BMPs, what your role is in the community and how it enables you to complete projects successfully.

Application Questions (Attachment 2): Cost Effectiveness

- Explain how activities you've selected to do are cost-effective.
- Explain how your grant and match resources will be used effectively and efficiently.
- Explain other resources from other sources (i.e., non-federal match) you will have that will ensure the project is cost efficient and successful.

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The next tab is about Cost Effectiveness. (we're almost done!).

The question DEQ will ask during the review is, are the activities you've selected to do cost-effective(i.e. it's effectiveness or productivity of an effort in relation to its cost)? There are other reasons why things may cost more (material costs have gone up, shortage of materials, etc.) so explain this- help us to understand your thought process for justifying these practices' costs and why some practices (that may be more expensive) are needed to successfully implement your project.

Basically we want to know why you're proposing the number of BMPs for the total amount you're asking. So break it down: we'll get 10 stream exclusion projects for \$225,000 of 319(h) funding. Comes out to \$22,500 per BMP. I can compare that with another project that is proposing \$30,000 per similar BMP. Obviously there are a lot of factors that play into costs, but this does give us an idea of how you've calculated the value of choosing some BMPs over others.

How will your grant and match resources be used effectively and efficiently? For example, if you know a significant amount of Personnel time is needed to work with homeowners in your septic projects, then this is an effective use of your funding. Be

sure it's clear where match is coming from.

What other resources do you have from other sources (i.e., non-federal match) that will ensure the project is cost efficient and successful?

Application Questions (Attachment 2): Timeline and Milestone Table

- Provide a rationale for the sequence of project activities over the requested grant period
- Provide a rationale for the timeframes for tracking and reporting all BMP implementation activities

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The last tab is on Timeline and Milestones and Conditionally Eligible Justification.

What is the rationale for the **sequence of project activities** in relation to the requested grant period?

Be sure to explain the rationale for why activities will take place when they do. Time of year can affect what can be done so help us understand your rationale.

What are the rationales for the **timeframes for tracking and reporting** all BMP implementation activities. Be realistic with your systems in place and how much time it's going to take to coordinate with partners.

Example: If your milestone table says you'll have all the BMPs under contract in six months...is that realistic? Probably not. If that's your timeline, tell us why it IS realistic. We want to know your assumptions for the decisions. Don't try to impress us with a speedy, unrealistic timeline. You need to be able to defend your decisions.

Application Questions (Attachment 2): Conditionally Eligible Justification

IPs with previous 319(h) funded project, that was completed and formal closeout process performed that identified challenges or issues

Address previous challenges/issues

Assess level of implementation that's been done

Justify why additional funds should be invested

- Request a copy of the Closeout Report

How address issues?

If worked in IP before, why work here again and what is different this time around?

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The LAST question addresses the IPs from Table 1 that are labeled “Conditionally Eligible”. These are IPs that had a previous 319(h) funded project that was completed and a formal closeout process was performed. During the closeout process, challenges or issues in past project implementation, local need or interest or past project administration/management were identified. So, this IP will be eligible for funding if you provide information that addresses a) the previous challenges identified during formal closeout process, b) assessment of the level of implementation that has occurred since the IP was approved and the amount remaining and c) justification is provided as to why additional funds should be invested into this watershed and why a better outcome will be achieved with the proposed work.

If your IP is identified as ‘Conditionally Eligible’ in Table 1, you need to request a copy of the Closeout Report from DEQ (npsgrants@deq.Virginia.gov or your regional NPS Coordinator) and evaluate how you’ll address any previous challenges in implementing and/or managing a project that the closeout report addressed. If you’ve received 319(h) funds for this IP before, explain why you’re working here again (justify why working here again) and explain what is different about the situation now (local interest, partnerships, water quality changes, etc.), what is different about your

approach (types and numbers of BMP, partnerships, etc.) and/or organization (new staff, training/expertise, etc.) this time around that will address any previous challenges in implementing and/or managing a project.

If you've never had a 319(h) grant or worked in an area that's 'Conditionally Eligible' this doesn't count for or against you. We're evaluating whether or not Applicants have requested information (Closeout Report) to find out what needs to be addressed and have adequately proposed ways to overcome those challenges or issues (see the evaluative criteria in the RFA).

[STOP FOR QUESTIONS] [Dave].

Poll: Round two: do you think you'll submit an application for this RFA cycle?

- Yes, gotta get to work on it
- Maybe, still not sure
- No, not this time around
- No,... still me from DEQ

We're done!.....

**Last day to submit questions on application materials to
npsgrants@deq.virginia.gov is Aug 12, 2022!**

Final application submission due: August 31, 2022

Thank you!

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Reminder: This webinar was recorded and a link will be sent to everyone who registered (and can be shared with others) in a couple days. We will post the video recording and presentation (with notes) on the [DEQ NPS website](https://www.deq.virginia.gov/water/water-quality/nonpoint-source-management/funding-grant-and-project-resources):
<https://www.deq.virginia.gov/water/water-quality/nonpoint-source-management/funding-grant-and-project-resources> (under Current Funding Opportunities) and the [Virginia Business Opportunities \(eVA\) website](https://mvendor.cgieva.com/Vendor/public/ADVSODetails.jsp?PageTitle=SO%20Details&DOC_CD=RFA&Details_Page=ADVSODetails.jsp&DEPT_CD=A440&BID_INTRNL_NO=100&BID_NO=100&BID_VERS_NO=1):
https://mvendor.cgieva.com/Vendor/public/ADVSODetails.jsp?PageTitle=SO%20Details&DOC_CD=RFA&Details_Page=ADVSODetails.jsp&DEPT_CD=A440&BID_INTRNL_NO=100&BID_NO=100&BID_VERS_NO=1

Feel free to contact your regional NPS Coordinator or npsgrants@deq.virginia.gov if you have any questions with your application by August 12, 2022.

Thank you for interest and participating today! Hope to hear from you by August 31, 2022.